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**Communications**

**COMMUNICATIONS CIRCUIT  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance and procedures for managing Air Intelligence Agency (AIA) circuit management. It identifies responsibilities to support the management of communications circuits assigned to support the AIA mission. It does not apply to AIA-gained Air National Guard or Air Force Reserve units.

***SUMMARY OF REVISIONS***

This is the initial publication of AIAI 33-108, revising AFICR 700-8, 12 August 1992

***Section A—Introduction***

**1. Purpose.** This instruction outlines procedures for processing and managing circuit requirements to effectively and efficiently support the accomplishment of the AIA mission. This instruction is designed to assist AIA, AIA Intelligence Systems Group (ISG), 67 Intelligence Wing (67 IW), groups, centers, and all AIA supported units how to process and efficiently manage customer circuit requirements.

**2. Objectives.** This instruction:

- 2.1. Provides circuit managers guidelines for managing and processing AIA circuit requirements.
- 2.2. Outlines circuit requirements processing.
- 2.3. Identifies circuit management responsibilities at all levels within AIA and its supported organizations.

***Section B—Managing Communications Circuits***

**3. Responsibilities.** This section identifies responsibilities for managing communications and the communications requirements process.

**3.1. Communications and Information Policy Branch HQ AIA/SCXI.** This branch establishes policy and procedures for circuit management within AIA. The AIA circuit manager has overall responsibility to ensure AIA's communications are properly managed and maintained.

3.1.1. AIA circuit manager monitors all active circuits to ensure extended circuit outages are limited and corrected by attaining and providing any assistance necessary.

3.1.2. AIA circuit manager develops the annual budget for lease long line (LLL), lifecycle support only, circuit requirements.

3.1.3. AIA circuit manager provides assistance at all levels in communications acquisition and solving major communications problems.

3.1.4. AIA circuit manager is the liaison between AIA, Defense Intelligence Systems Agency (DISA), Commander Naval Security Group (COMNAVSECGRU), Commander Army Intelligence Command (CDRINSCOM), HQ USAF and the National Security Agency (NSA) for communications issues.

3.1.5. AIA circuit manager provides assistance to unit systems controllers (3C2X1) in obtaining formal training.

3.1.6. AIA circuit manager working in conjunction with AIA ISG, and all AIA supported organizations, provides assistance and monitors all projects affecting AIA communications and technical control upgrades.

3.1.7. AIA circuit manager reviews and provides input to all program action directives (PAD) which affect activation and closure of AIA units.

3.1.8. Due to classification, the AIA circuit manager maintains memorandum of agreement (MOA) for anonymity programs. Anonymity programs are covered under a separate AIA instruction.

**3.2. AIA Intelligence Systems Group circuit management responsibilities:**

3.2.1. Ensures communications requirements are justified and funded. Locally generated requirements are unit funded for the first year and downward directed requirements are headquarters funded or the units are notified to add the requirements to their financial (FIN) plan.

3.2.2. Ensures communications requirements, request for service (RFS) and CRITICOMM multiplex orders (CMOs) are complete and accurate according to the Defense Information Systems Agency Circular (DISAC) and National Security Agency (NSA) Criticomm Operational Instruction (COI) as appropriate.

3.2.3. Tracks all requirements when the first feeder is received until the final in-effect or circuit action report has been completed closing out the action.

3.2.4. Forwards high interest requirements to HQ AIA/SCXI for review prior to processing the requirement to Defense Information Systems Agency (DISA) Defense Certification Office (DCO) or NSA.

3.2.5. Ensures HQ AIA/SCXI is an information addressee on all communications related correspondence initiated on all circuit actions.

3.2.6. Maintains circuit history folders on all AIA and AIA supported organization circuits and trunk lines.

- 3.2.7. Ensures strict adherence to the anonymity programs.
- 3.2.8. Maintains a database of circuit information for day-to-day operations.
- 3.2.9. Maintains the Defense Information Service Database (DISD) by keeping circuit revalidations up to date and forwarding the updates monthly or as required.
- 3.2.10. Maintains DISA and NSA publications which are required to perform circuit management responsibilities.

### **3.3. AIA Wing circuit management responsibilities:**

- 3.3.1. Ensures policies and procedures outlined herein are complied with.
- 3.3.2. Coordinates, validates and approves all communications circuit CSRDs submitted from wing, and wing supported organizations to ensure funding is available for the circuit call out prior to forwarding to HQ AIA .
- 3.3.3. Assists the customer in identifying, preparing, and submitting their circuit requirements document.
- 3.3.4. Coordinates between the customer, to answer all communications circuit CSRD status and funding issues.
- 3.3.5. Forwards approved CSRDs with proposed technical solutions, if applicable for final technical solution, evaluation, and approval.

### **3.4. Centers circuit management responsibilities:**

- 3.4.1. Ensures policies and procedures outlined herein are complied with.
- 3.4.2. Coordinates, validates, and approves all communications circuit CSRDs submitted from the center, subordinate, and supported organizations to ensure funding is available for the circuit call out prior to forwarding to HQ AIA.
- 3.4.3. Provides assistance to answer any funding issues.
- 3.4.4. Ensures subordinate and center supported organizations submit circuit requirements to meet the following criteria:
  - 3.4.4.1. Continental United States (CONUS) circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.
  - 3.4.4.2. Outside Continental United States (OCONUS) circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.
  - 3.4.4.3. Expedite circuit activations** - Full justification is provided and a letter signed by the unit SC, commander or designated official.
  - 3.4.4.4. National Security Emergency Preparedness (NSEP) circuit activations** - Full justification is provided and signed by the unit commander or designated official.

#### **NOTE:**

These requirements require processing through the AIA Commander.

3.4.5. Assists the customer in identifying, preparing and submitting their circuit requirements document.

3.4.6. Coordinates between the customer, to answer all communications circuit CSRD approval, status, and funding issues.

3.4.7. If applicable forwards unit approved CSRDs with proposed technical solutions, for final technical solution, evaluation and approval.

### **3.5. Group circuit management responsibilities:**

3.5.1. Ensures policies and procedures outlined herein are complied with.

3.5.2. Coordinates, validates and approves all communications circuit CSRDs submitted from group and subordinate organizations to ensure funding is available for the circuit call out prior to forwarding to HQ AIA.

3.5.3. Provides assistance to answer any funding issues.

3.5.4. Ensures group and subordinate organizations submit circuit requirements to meet the following criteria:

**3.5.4.1. CONUS circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.

**3.5.4.2. OCONUS circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.

**3.5.4.3. Expedite circuit activations** - Full justification is provided and a letter signed by the unit SC, Commander or designated official.

**3.5.4.4. NSEP circuit activations** - Full justification is provided and signed by the unit commander or designated official.

### **NOTE:**

These requirements require processing through the AIA Commander.

3.5.5. Assists the customer in identifying, preparing and submitting their circuit requirements document.

3.5.6. Coordinates with the customer, to answer all communications circuit CSRD approval, status, and funding issues. Locally generated requirements are unit funded for the first year and downward directed requirements are either headquarters funded or the units are notified to add the requirements to their FIN plan.

3.5.7. Forwards unit approved CSRDs with proposed technical solutions, if applicable, for final technical solution, evaluation, and approval.

### **3.6. Unit circuit management responsibilities:**

3.6.1. Ensures policies and procedures outlined herein are complied with.

3.6.2. Coordinates, validates, and approves all communications circuit CSRDs submitted from unit and supported organizations to ensure funding is available for the circuit call out prior to forwarding to HQ AIA. Locally generated requirements are unit funded for the first year and down-

ward directed requirements are headquarters funded or the units are notified to add the requirements to their FIN plan.

3.6.3. Provides assistance to AIA ISG to answer any funding issues.

3.6.4. Ensures unit and supported organizations submit circuit requirements to meet the following criteria:

**3.6.4.1. CONUS circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.

**3.6.4.2. OCONUS circuit activations** - Allow for appropriate lead time according to DISAC 310-130-1 lead time tables.

**3.6.4.3. Expedite circuit activations** - Full justification is provided and a letter signed by the unit SC, Commander or designated official.

**3.6.4.4. NSEP circuit activations** - Full justification is provided and signed by the unit commander or designated official.

**NOTE:**

These requirements require processing through the AIA Commander.

3.6.5. Assists the customer in identifying, preparing, and submitting their circuit requirements document.

3.6.6. Coordinates with the customer, to answer all communications circuit CSRD approval, status, and funding issues.

3.6.7. Forward, to the Group, unit approved CSRDs with proposed technical solutions, if applicable, for final technical solution, evaluation, and approval.

**3.7. Circuit Actions Noncommissioned Officer (NCO) responsibilities:**

3.7.1. The circuit actions NCO or equivalent representative prepares the appropriate feeder request.

3.7.2. The circuit action NCO ensures communications requirement request, feeder request for service (RFS) and feeder CRITICOMM multiplex order request (CMOR) are complete and accurate according to DISAC or NSA COI as appropriate.

3.7.3. Submits appropriate feeders when the CSRD and proposed technical solution are locally approved. Enter in the remarks section the CSRD number and whether the CSRD is funded or unfunded.

3.7.4. The circuit action NCO assigns a feeder request number to assist all parties in the tracking of the requirement throughout the process. The feeder request number is constructed as follows:

3.7.4.1. Feeder Request For Service:

3.7.4.1.1. First three characters identifies the unit.

3.7.4.1.2. Next seven characters identifies the date the original feeder was prepared.

3.7.4.1.3. Last four characters identifies the sequential number of the feeder which starts with 0001 at the beginning of the year and will run consecutively to the end of the year.

3.7.4.1.4. An amendment to a feeder request is identified by an alphabetical character starting with the letter "A" and running consecutively.

3.7.4.1.5. Cancellation Feeder Request For Service is identified by the alpha characters "Z" following the sequential number of the original request.

EXAMPLE: Feeder Request For Service: 38105JAN950001

EXAMPLE: Feeder Request For Service Amendment: 38105JAN950001A

EXAMPLE: Feeder Request For Service Cancellation: 38105JAN950001Z

**NOTE:**

The original date and sequential number remains the same for amendments and cancellations, however, a new date and sequential number is issued for changes, rehomes, starts, and discontinues.

3.7.4.2. Feeder CRITICOMM Multiplex Order Request.

3.7.4.2.1. The first four characters identifies the Feeder CMO.

3.7.4.2.2. The fifth character identifies the year.

3.7.4.2.3. The sixth through the eighth characters identifies the sequential number of the feeder which starts with 001 at the beginning of the year and will run consecutively to the end of the year.

3.7.4.2.4. The ninth through the eleventh characters identifies the unit.

EXAMPLE: CMO Feeder Request For Service: (FCMO)-4-001-381

**NOTE:**

A new sequential number is issued for each action.

3.7.5. Circuit action NCO forwards all RFS and CMO feeder actions to AIA ISG MSS/MSOSC for final validation and forwarding to appropriate action agency. Ensure HQ AIA/SCXI is an information addressee on all message traffic concerning circuits.

3.7.6. Circuit action NCO maintains a circuit history folder on all circuits and trunks for the respective organization.

3.7.7. Circuit action NCO ensures strict adherence to the anonymity program.

3.7.8. Circuit action NCO assist the Circuit Manager in maintaining the Defense Information Service Database (DISD) by completing and returning the circuit revalidation worksheets within two weeks of receipt.

3.8. Communications requirements process is contained in attachment 3.

3.9. Anonymity programs are covered by separate MOA documentation with the respective agency and customer. Contact HQ AIA/SCXI for further information.

JAMES M. ENGER, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS, AND TERMS*****References***

AFPD 33-1, Command, Control, Communications, and Computer (C4) Systems.

AFI 33-101, Command, Control, Communications, and Computer Systems Management Guidance and Responsibilities.

AFI 33-102, Command, Control, Communications, Computer and Intelligence (C4I) Capabilities Planning Process.

AFI 33-103, Requirements Development and Processing.

AFI 33-104, Base-Level Planning and Implementation.

AFI 33-116, Long-Haul Telecommunications Management

DISAC 310-55-1, Status Reporting for the Defense Communications Systems

DISAC 310-65-1, Circuit and Trunk file data elements and codes manual of the Defense Communications System (DCS)

DISAC 310-70-1, Systems Control, Volume I - Policy and Responsibilities

DISAC 310-70-1, Systems Control, Volume II - Operational Procedures TCF/PTF/MTC'S.

DISAC 310-70-1, DCS Technical Control, Volume II supplement 1 - Test Descriptions

DISAC 310-D70-30, DCS AUTODIN Switching Center and Tributary Operations

DISAC 310-130-1, Submission of Telecommunications Service Requests

DISAC 310-130-2, DCS Management Thresholds (MT) and Performance Objectives (PO)

DISAC 310-135-1, Defense Commercial Communications Acquisition Procedures

DISAC 370-D195-3, DCS AUTODIN Category III Certification Test

NSA COI-101, General.

NSA COI-104, Facilities Control procedures.

***Abbreviations and Acronyms***

**ACP**—Allied Communications Publication

**ADP**—Automatic Data Processing

**ADPE**—Automatic Data Processing Equipment

**ADS**—Automated Data System

**AFAMPE**—Air Force Automated Message Processing Exchange

**AFC4A**—Air Force Command, Control, Communications, and Computer Agency

**AFI**—Air Force Instruction



**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Regulation

**AIA**—Air Intelligence Agency

**AID**—AUTODIN Interface Device

**AMPE**—Automated Message Processing Exchange

**ASC**—AUTODIN Switching Center

**C4**—Command, Control, Communications, and Computer

**CCB**—Configuration Control Board

**CDRINSCOM**—Commander Army Intelligence Command

**CMO**—CRITICOMM Multiplex Order

**COMNAVSECGRU**—Commander Naval Security Group

**CSRD**—Communications -Computer Systems Requirement Document

**DDN**—Defense Data Network

**DISA**—Defense Information Systems Agency

**DISAC**—Defense Information Systems Agency Circular

**DOD**—Department Of Defense

**DSSCS**—Defense Special Security Communications Service

**MOA**—Memorandum Of Agreement

**NSA**—National Security Agency

**NSACSS**—National Security Agency/Central Security Service

**RFS**—Request For Service

## Attachment 2

## THE REQUIREMENTS PROCESS AT HEADQUARTERS

Figure A2.1. The Requirements Process At Headquarters.

